

COMMUNITY SERVICES DEPARTMENT
Recreation Services Division

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January 15, 2014

Dear Vendors:

The **27th Annual Spring Boutique** is coming to town, and will give artists/craftsmen an opportunity to sell their hand-crafted goods. The Spring Boutique will be held at **Wilson Park, 2200 Crenshaw Blvd. on Sunday, April 6, 2014, from 9:00 a.m. to 4:00 p.m.** All spaces are 10' x 10' and are located in the parking lot area (see the attached map. *Because of new fire regulations the map has been revised and booths will be issued on a first come basis*).

Returning vendors have until Monday, February 18, 2014 (postmarked) to return an application in order to have priority registration. Applications will then be taken on a first received, first assigned basis. Spaces are limited to one booth per person. Please fill out the attached application and mail it to the City of Torrance Community Services Department, Attention: Spring Boutique; 3031 Torrance Boulevard, Torrance CA 90503. The fee for a booth is \$65.00 for Torrance residents and \$75.00 for non-residents. **Please note: the deadline (must be postmarked) for returning vendors, (if you were a vendor last Spring) is Monday, February 17, 2014. A late registration fee of \$100 will be charged to all vendors (postmarked) after March, 3, 2014. The deadline for all applications is March, 14, 2014 (postmarked).**

All work **must be** hand-crafted by you. No mass-produced, commercial or factory-made items will be allowed. On the day of the show, the promoter will enforce this using his/her judgment and have you remove any items that are not hand-crafted, or close your booth down. There will be **NO** refunds or credits issued. **You must send a photo displaying examples of all work to be sold.** This is not an option. Your application will not be accepted without a photo of your hand-crafted goods and your signature at the bottom of the attached application form. A photo file is being compiled. If you have sent in a photo for any of the past 2013 Spring or 2013 Christmas Boutiques, another photo is not necessary. If not, a current photo of what you will be selling at the Boutique is mandatory. Photos will **NOT** be returned.

Those participating in the Spring Boutique may arrive at Wilson Park to set-up their booths at 6:00 a.m. After 7:30 a.m. you may be requested to walk your tent/canopy and goods to your booth. You are responsible for your own merchandise, securing your tent/canopy and cleanup afterwards. **Participants must bring their own tables and chairs, and remain set-up until closing at 4:00 p.m.** Tables and chairs may not be reserved and will not be available the day of the Boutique. **THERE IS NO SMOKING IN BOOTHS OR AROUND BOOTHS. DOGS ARE NOT ALLOWED IN THE BOUTIQUE AREA OR BOOTHS.**

Only one vehicle is permitted in the Boutique area. Any additional vehicles must be parked in the designated vendor parking area, behind the Sports Center, if not it may be towed away at the owner's expense. Please leave the parking spaces for your shoppers. No vehicles will be permitted back into the Boutique area or able to leave the area until after 4:00 p.m. Please leave only when it is safe to do so. There will be **NO EXCEPTIONS!** If you have any questions, please contact Debbie Reed, Senior Recreation Supervisor at (310) 618-2949 between 8:00 a.m. and 4:00 p.m.

An early Happy Spring to you!

Thank you,

TORRANCE YOUTH COUNCIL

Attachment: Application and revised map, rules/regulations

DR:gmb:SPECIAL EVENTS\SPRING BOUTIQUE\2014\LETTER – 01-15-14 – DEAR VENDOR INVITE TO PARTICIPATE